

## Switch & Conversion Form

Please complete this form in **BLOCK CAPITALS** and return to: IFSL, Marlborough House, 59 Chorley New Road, Bolton BL1 4QP, via email at [dealing@ifslfunds.com](mailto:dealing@ifslfunds.com) or to your financial adviser.

### Section A - Charity Details Please complete this section in full as this is mandatory

Organisation name

Primary contact name

Designation

Charity number/HMRC exemption number

If your charity is unable to supply your Charity Commission Registration Number, then further evidence of the charitable purpose of the organisation will also be required. This could be in the form of an HMRC exemption number (which must be accompanied by a copy of the documentation from HMRC which clearly states the charity's eligible status as tax-exempt). A copy of the charity's Trust Deed will also be accepted.

Registered address

Postcode

Existing holder ID/account number (if known)

Postcode

Telephone number

Email address

If you have provided an email address, we will correspond with you using this. If you prefer to receive information by post, please tick this box.

### Section B - Financial Adviser's Details To be completed by your financial adviser if applicable

Adviser's name/firm

Adviser's email address

FCA/FRN number

Agency code (if known)

*Please tick all which apply*

Cancellation rights apply  Discretionary business  Advised business

Execution only  Portfolio management services

Adviser's firm stamp

**Section C - Fund Switch** Please complete this section if you wish to switch some or all of your holdings from one fund into another

<b>Current</b> Fund name	SEDOL/ISIN	Cash amount	OR	Share amount
<b>New</b> Fund name	SEDOL/ISIN	£		shares

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<b>New</b> Fund name	SEDOL/ISIN	£		shares

<b>TOTAL</b>		£		shares
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Your fund(s) cannot fall below the minimum investment amount. Please refer to the fund prospectus. This can be found at [www.ifslfunds.com/literature](http://www.ifslfunds.com/literature)

If you wish to switch the entire holding from one fund into another, please write 'ALL' in the share amount box

**Section D - Share Class Conversion** Please complete this section if you wish to convert shares into a different class within your existing fund

<b>Fund name</b>	<b>Current Class</b>	SEDOL/ISIN	Share amount
	<b>New Class</b>	SEDOL/ISIN	shares

<b>Fund name</b>	<b>Current Class</b>	SEDOL/ISIN	Share amount
	<b>New Class</b>	SEDOL/ISIN	shares

## Section D - Share Class Conversion continued

Fund name	Current Class	SEDOL/ISIN	Share amount
	New Class	SEDOL/ISIN	shares
<b>TOTAL</b>			shares

Your fund(s) cannot fall below the minimum investment amount. Please refer to the fund prospectus. This can be found at [www.ifslfunds.com/literature](http://www.ifslfunds.com/literature)

**If you wish to convert the entire holding from one Fund class into another, please write 'ALL' in the share amount box**

## Section E - Privacy Notice

We're committed to processing the personal data that you provide to us in line with the latest data protection and data privacy legislation in force within the United Kingdom. We'll use your information in order to provide the service detailed in this Application Form and to administer your investments, communicate with you and provide information on our products and services when you request it, to meet our legal obligations and for the purposes of fraud prevention.

### Our full Privacy Notice

It's important that you read our full Privacy Notice, which explains how the personal information you give us will be used. The Privacy Notice can be found on our website at [www.ifslfunds.com](http://www.ifslfunds.com), or you can ask us for a copy.

## Section F - Marketing Preferences

Please tick the box set out below if you are happy for your data to be used by CAF Financial Solutions Limited ("CFSL") to send you marketing information about its products and services that it considers may be of interest to you.

By ticking this box I/we confirm that I/we provide my/our consent to CFSL using my/our data (as such term is defined below) for these purposes.

**Data means:** Registered name, registered address including postcode, correspondence address including postcode, account number, email address, telephone number, and deceased status. The data will be processed by CFSL in accordance with their privacy policy.

You can withdraw your consent for CFSL using your personal data to send you marketing information at any time by contacting IFSL.

Please only tick the box where all applicants to a joint application provide their consent.

## Section G - Authorised Signatories

Please provide an original or certified copy of your most up to date signatory list.

**Section H - Declaration** Please ensure that you read and sign this section as this is mandatory. This must be signed in line with the signing rules in place with IFSL

- I/We wish to switch/convert the above mentioned shares at the price prevailing at the next valuation point following receipt of this application
- I acknowledge that the full prospectus of the relevant fund(s) (which includes the risk warnings relevant to the fund(s) along with details of minimum investment amounts of the fund(s) and the dealing time deadlines for processing of redemptions and subscriptions), are available from IFSL and also at [www.ifslfunds.com](http://www.ifslfunds.com)

Investment Fund Services Limited (IFSL) is registered in England and Wales No. 06110770. Authorised and regulated by the Financial Conduct Authority and a member of The Investment Association.

## Section H - Declaration continued

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- I/We declare that I have read and understood the relevant Key Investor Information Document (KIID), the Supplementary Information Document (SID) and the IFSL Terms & Conditions and agree to be bound to these. I understand that these documents form part of the terms and conditions of my investment in the fund(s) and are available at [www.ifslfunds.com](http://www.ifslfunds.com)
- I confirm that I am not a US Person (either a resident or citizen) and acknowledge that US Persons cannot hold shares in the fund(s)
- I have read the IFSL Privacy Notice concerning the use of my personal data
- I/We understand that you may require additional information from me/us in accordance with the Money Laundering Regulations and I/we acknowledge that electronic data sources may be used to check my/our identity under the Money Laundering Regulations
- The shares will, at all times, be held on behalf of the organisation
- The income is for charitable purposes only
- I/We confirm that this application is being made on behalf of a charitable organisation and that I/we will inform IFSL if it ceases to be charitable
- I/We consent to our shares being compulsorily redeemed in accordance with the Prospectus in the event that these statements are not correct or become incorrect in the future

### Signed by

Full name

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Client signature

Date

D | D | M | M | Y | Y | Y | Y

Full name

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Client signature

Date

D | D | M | M | Y | Y | Y | Y

Full name

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Client signature

Date

D | D | M | M | Y | Y | Y | Y

Full name

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Client signature

Date

D | D | M | M | Y | Y | Y | Y